

<b>Management System:</b> Safety and Health
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<b>Subject Area:</b> Emergency Management & Continuity of Operations
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<b>Procedure: Base Program Planning</b>
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<b>Issue Date and Revision Number:</b> 12/30/14      0.1	<b>Lead Subject Matter Expert:</b> Greg Campbell	<b>Management System Owner:</b> John Sattler
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## 1.0 Applicability

This procedure is applicable to the Environmental Management Consolidated Business Center (EMCBC) Emergency Management Program Representatives, Public Information Officers, Site/Field Element Managers and their designees who are responsible for emergency management program establishment and maintenance at an EMCBC Small Site that is determined to be an Operational Emergency Base Program or Hazardous Materials Program. Additional requirements for a Hazardous Materials Program are contained in Procedure 4, *Hazardous Material Program Planning*.

## 2.0 Required Procedure

This procedure describes how each Department of Energy (DOE) site/facility creates an Operational Emergency Base Program that provides the framework for response to serious events involving health and safety, the environment, safeguards, and security.

Each site/facility must have an Operational Emergency Base Program. The steps for establishing the site Base Program are outlined in this section. Additional information for specific roles can be found in the EMCBC Functions, Responsibilities and Authorities Document.

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| <b>Step 1</b> | For Sites and Projects, the Emergency Management Program Representative will: <ul style="list-style-type: none"> <li>• Ensure the contractor develops an emergency plan that integrates the Federal and contractor, roles and responsibilities for the emergency management program. The plan must document the emergency management program and describe the provisions, which also include the coordination with local, state and federal agencies for response to an Operational Emergency.</li> <li>• Identify any shared site (cognizant program office or leased facility responsible agency) emergency planning considerations.</li> <li>• Integrate DOE EM Project planning with the shared site emergency plan.</li> </ul> |
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<b>Step 2</b>	<p>The Emergency Management Program Representative periodically reviews the following contractor-developed documents to ensure they are current and are being maintained:</p> <ul style="list-style-type: none"> <li>• Emergency plan(s) annually and updates when changes occur and recommends approval to the appropriately delegated Site/Field Element Manager.</li> <li>• The contractor annual self-assessment.</li> <li>• Shared Site emergency management program elements (if applicable) are integrated into the site/project program.</li> <li>• Emergency plan implementing procedures for timely and accurate operational emergency categorization, notification, and reporting of emergency events that are not further classified. As necessary, establish a pre-authorization process and criteria.</li> <li>• The training, facility, equipment, and implementing procedures.</li> <li>• The communication systems, implementing procedures, protocols, and records of tests with the Headquarters Operations Center regarding emergencies involving or affecting facilities or materials under DOE jurisdiction or requiring DOE assistance.</li> <li>• Federal and contractor Emergency Response Organization schedule of training, drills, and exercises.</li> <li>• Contractor emergency management performance metrics.</li> <li>• Reviews the corrective actions and lessons learned.</li> <li>• DOE Site Project Office integration with contractor programs.</li> </ul>
<b>Step 3</b>	<p>The Emergency Management Program Representative:</p> <ul style="list-style-type: none"> <li>• Performs an assessment of all elements of the site emergency management program every three years.</li> <li>• Documents the results of program assessments and reviews of the contractor annual self-assessment; reports the results to the Site/Field Element Manager and the contractor.</li> <li>• Participates in the development of mutual assistance agreements with State, Tribal, and local authorities.</li> <li>• Develops policies and requirements, including those promulgated by other Federal agencies and interagency emergency plans into the emergency plan.</li> <li>• Implements corrective actions from evaluations, assessments, and appraisals.</li> <li>• Performs an annual self-assessment.</li> <li>• Ensures the Contractor prepares the site/project Emergency Readiness Assessment Plan (ERAP) and record the results of the annual self-assessment in the ERAP and records the results of the annual self-assessment in the ERAP.</li> </ul>
<b>Step 4</b>	<p>The properly delegated Site/Field Element Manager will review, approve, and forward</p>

	<p>to the EM Headquarters (HQ) and Director, DOE HQ Office of Emergency Operations:</p> <ul style="list-style-type: none"> <li>• The Emergency Management Plan.</li> <li>• Results of emergency management program assessments and reviews of the contractor annual self-assessment.</li> <li>• The consolidated ERAP by October 30 of each year.</li> </ul> <p><b>NOTE:</b> If the Site/Project does not have delegated authorities, forward the documents to the EMCBC Emergency Management Program Representative.</p>
<b>Step 5</b>	<p>The local Public Information Officer for the Small Site/Project Office reviews:</p> <ul style="list-style-type: none"> <li>• The public information program (tools and processes) that encompasses the site and contractor responsibilities, for completeness.</li> <li>• The public information program material to ensure it is current and is maintained to provide information to the public and media during an emergency.</li> </ul> <p><b>NOTE:</b> If the small site has no PIO, the EMCBC Emergency Management Program Representative will support and coordinate the effort.</p>
<b>Step 6</b>	<p>The Public Information Officer documents the results of emergency public information program assessments and reviews, reports the results to the Site/Field Element Manager and the contractor, and tracks the corrective actions.</p>
<b>Step 7</b>	<p>If the site has radiological emergency response assets (e.g., Radiological Assistance Program), the Radiological Emergency Response Assets Program Coordinator develops the procedures and plans for maintenance of the radiological emergency response.</p>

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 Reference

- EMCBC Functions, Responsibilities and Authorities Document
- SAP-OTSAM-151-01, Ensuring Hazards are Screened

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC organizational file plan.

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime, Non-Permanent or N/A)</b>
ADM 18-27	Emergency Planning Case Files – Emergency Plan, Emergency Public Information Plan, ERAP, reviews and Emergency Management Program assessments	Office of Technical Support & Asset Management	Not Applicable

**EMCBC RECORD OF REVISION****DOCUMENT TITLE:** Base Program Planning

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

<b><u>Rev. No.</u></b>	<b><u>Description of Changes</u></b>	<b><u>Revision on Pages</u></b>	<b><u>Date</u></b>
0	Initial Document		8-3-12
0.1	Conducted 2 year review, added identifier on each page. No other changes.	Each Page	12-30-14